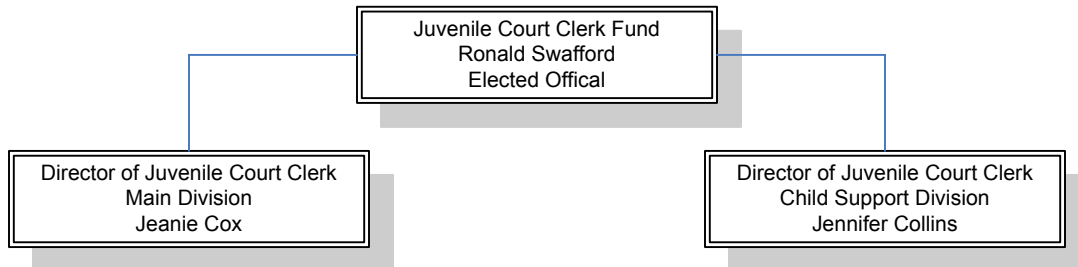


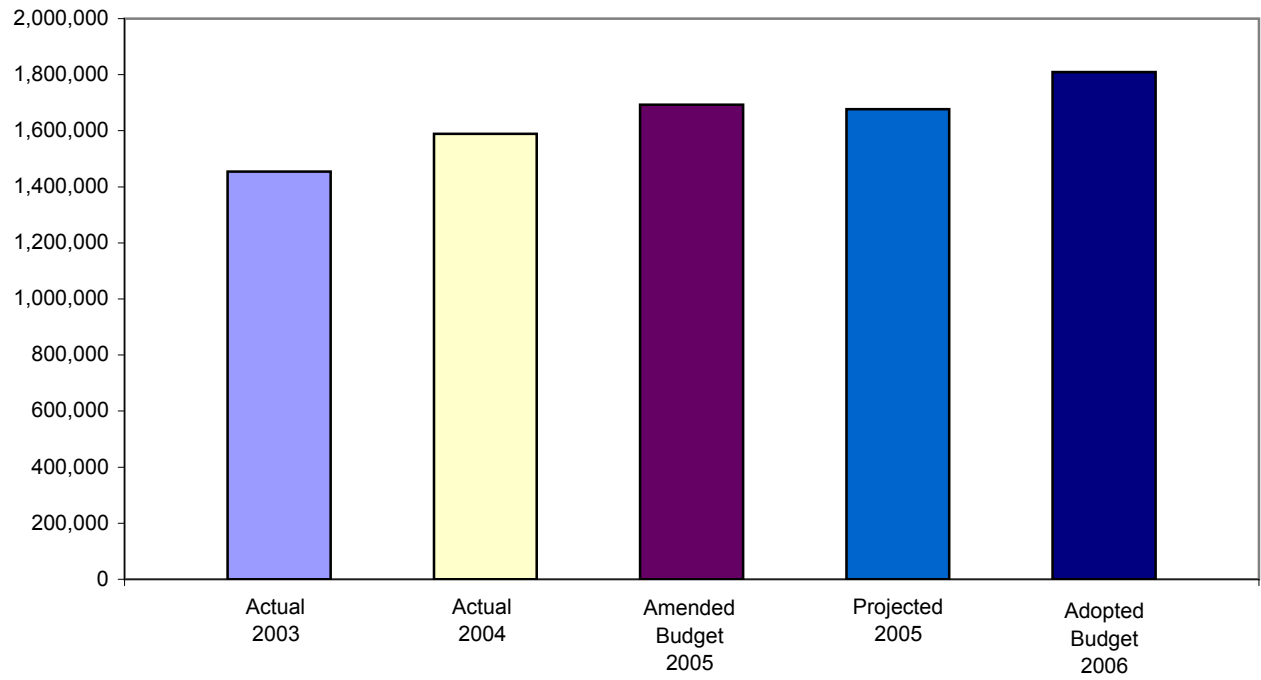
## Juvenile Court Clerk Fund

The Juvenile Court Clerk Fund was established pursuant to Tennessee Code Annotated 37-1-211, which states that the Clerks of such special Juvenile Courts shall, under the supervision of the judge, keep all records of the court. It was by this authority the Juvenile Court Clerk Fund was established.



From left to right: Jeanie Cox, Ron Swafford and Jennifer Collins

### Juvenile Court Clerk Fund



**Juvenile Court Clerk Fund Budget Summary**  
**SPECIAL REVENUE FUND**  
**Schedule of Revenue and Expenditures**

	Actual 2003	Actual 2004	Amended Budget 2005	Projected 2005	Adopted Budget 2006
<b><u>Revenues</u></b>					
Charges for Services	557,964	654,677	607,500	651,230	635,000
Fine, forfeitures and penalties	42,712	37,393	40,500	33,769	36,500
Investment Earnings	5,132	5,509	-	7,265	-
Miscellaneous	540	16,664	750	1,232	750
Interfund Transfers from other funds	912,451	910,556	1,013,230	1,013,230	1,137,679
<b>Total Revenues</b>	<b>1,518,799</b>	<b>1,624,799</b>	<b>1,661,980</b>	<b>1,706,726</b>	<b>1,809,929</b>
<b><u>Expenditures</u></b>					
Juvenile Court Clerk	888,464	942,265	994,824	1,036,250	1,069,314
Juvenile Court IV D Support	565,713	647,030	697,569	640,910	740,615
<b>Total Expenditures</b>	<b>1,454,177</b>	<b>1,589,295</b>	<b>1,692,393</b>	<b>1,677,160</b>	<b>1,809,929</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>64,622</b>	<b>35,504</b>	<b>(30,413)</b>	<b>29,566</b>	<b>-</b>
<b>Beginning Fund Balance</b>	<b>205,108</b>	<b>269,730</b>	<b>305,234</b>	<b>305,234</b>	<b>334,800</b>
<b>Fund Balance at end of year</b>	<b>269,730</b>	<b>305,234</b>	<b>274,821</b>	<b>334,800</b>	<b>334,800</b>

## Juvenile Court Clerk – 6270

### FUNCTION

The office of the Juvenile Court Clerk serves as a hub for processing and maintaining all legal documents for the Juvenile Court. The Clerk's Office collects Court Cost and Fines that are placed in the County General Fund. The duties and responsibilities are numerous and varied some of which are listed below:

1. Processing all legal documents filed in Juvenile Court.
2. Maintain docket and minute books
3. Keeper of the records, presently maintain 67,400 files.
4. Prepare approximately 2,000 new files per year.
5. Prepare hearing dockets (approximately 40 per week with approximately 400 cases per week)
6. Provide deputy clerks for all Court hearings (Presiding Judge and three (3) full-time Referees)
7. Maintain financial records
8. Collect court cost, fines, bonds and restitution
9. Appoint attorneys as Orders for the Juvenile Court
10. Administer trust funds awards for minors (TCA 29-13-301 Part 3), and any other trust accounts as Ordered by the Court

### PERFORMANCE OBJECTIVES

1. To provide professional, efficient and quality service to the Judges, Referees, Court Staff and to all the public that comes in contact with our office.
2. To maintain the confidentiality of all records as set out in TCA 37-1-153.

<b>Expenditures by type</b>	<b>Actual 2003</b>	<b>Actual 2004</b>	<b>Budget 2005</b>	<b>Budget 2006</b>
Employee Compensation	\$ 625,018	\$ 631,941	\$ 663,661	\$ 691,370
Employee Benefits	215,804	267,591	283,250	330,031
Operations	47,642	42,733	47,913	47,913
Total Expenditures	\$ 888,464	\$ 942,265	\$ 994,824	\$ 1,069,314
 <b>Authorized Positions</b>	 <b>17</b>	 <b>20.63</b>	 <b>20.63</b>	 <b>20.63</b>

## Juvenile Court Clerk IV-D Support – 6271

### FUNCTION

The office of the Juvenile Court Clerk serves as a hub for processing and maintaining all legal documents for the Juvenile Court. The Clerk's Office is currently billing the Tennessee Department of Human Services for the clerical duties it performs. These funds are placed in the County General Fund. The duties and responsibilities are numerous and varied some of which are listed below:

1. Processing all legal documents filed for child support, paternity, consent, etc.
2. File all legal Court Orders and prepare all minute entries.
3. Keeper of the records, presently maintain all legal files.
4. Prepare new files
5. Prepare hearing dockets (approximately 300 cases per week)
6. Provide deputy clerks for all Court hearings (Presiding Judge and three (3) full-time Referees)
7. Maintain financial records for the County, State and Federal Governments
8. Collect erroneous Child Support Payments, Purge Payments as Ordered by the Court and make disbursements to the Tennessee Department of Human Services.

### PERFORMANCE OBJECTIVES

1. To provide professional, efficient and quality services to the Judges, Referees, Court Staff and to all the public that comes in contact with our office
2. To maintain the confidentiality of all records as set out in TCA 37-1-153

### PROGRAM COMMENTS

The Tennessee Supreme Court in an opinion of July 29, 1988, declared the office thereby an elected office. The office of Juvenile Court Clerk in Hamilton County was established as a separate County Department on November 2, 1988.

	Actual 2003	Actual 2004	Budget 2005	Budget 2006
<b>Expenditures by type</b>				
Employee Compensation	\$ 355,035	\$ 398,107	\$ 427,142	\$ 446,336
Employee Benefits	146,535	171,812	187,577	211,679
Operations	64,143	77,110	82,850	82,600
Total Expenditures	\$ 565,713	\$ 647,029	\$ 697,569	\$ 740,615

<b>Authorized Positions</b>	<b>18</b>	<b>15</b>	<b>15</b>	<b>15</b>
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